

PREPARATION OF DIOR FORM 7, "EQUIPMENT TRANSFER REQUEST"

A. **General.** This form is used to transfer equipment and supplies within OSD. The releasing activity and signature is on the left side of the form, and the receiving activity and signature is on the right side of the form.

1. Preparation instructions:

- a. Block No. 1. Leave blank or used for signature of the person within your organization responsible for equipment accountability.
- b. Block No. 2. Leave Blank.
- c. Block No. 3. Use date form is prepared.
- d. Block No. 4a. Office symbol and Data Processing Installation (DPI) number of the releasing activity and **physical location** of the equipment and/or supplies to be transferred.
- e. Block No. 4b. Name, telephone number and location of a point of contact for the releasing activity.
- f. Block No. 5a. Office symbol and Data Processing Installation (DPI) number of the receiving activity and **physical location** where equipment and/or supplies are to be delivered.
- g. Block No. 5b. Name, telephone number and location of a point of contact for the receiving activity.
- h. Block No. 6a. List items in numerical sequence beginning with "01" for each transfer form submitted. Consolidate all items with the same manufacturer, type and model numbers as one line item (increase quantity).
- i. Block No. 6b. Include description, name of manufacturer, model number, and serial number for each item. If Model number or Serial number is unknown, enter "Model:" and/or "S/N:" with a blank, and it will be filled in at the warehouse.
- j. Block No. 6c. Enter the standard unit of issue, i.e., "each" or "box".
- k. Block No. 6d. Enter the quantity of units.

- l. Block No. 7. To be signed by point of contact at the releasing activity upon pickup of the equipment.
- m. Block No. 8. To be signed by point of contact at the receiving activity upon delivery of the equipment.
- n. Block No. 9. Date delivery was made.

2. Any questions or problems with completing this form should be directed to Ms. Charleen Wilson on (703) 604-1506.

The Equipment Transfer Request form should be forwarded to:

Charleen Wilson
Pentagon, OSD/WHS/DIOR
OSD Mail Room, 3A948

Or faxed to (703) 604-1514

B. **Examples of Equipment Transfer Requests.** The following pages provide examples of properly prepared Equipment Transfer Request forms.